



# Emergency Management & Homeland Security Division Informational Letter



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**TO:** State Agency Emergency Management Coordinators  
**SUBJECT:** Proposed State Agency Project Identification Process for the FY06 Homeland Security Grant Program (HSGP)

## Background

The FY 2006 Homeland Security Grant Program (HSGP) application process differs from past years. Previously, we knew our funding allocation prior to submitting the grant application; this year we are required to request funding in support of the State Homeland Security Strategy (SHSS) and the National Preparedness Goal. The state conducted a program and capability review process that led to the development of the 2006 Program and Capability Enhancement Plan. An investment justification was completed in which the state formally (1) submitted its request for funding under the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Urban Area Security Initiative (UASI) and; (2) demonstrated its planned use of funds for the Metropolitan Medical Response System (MMRS) and Citizen Corps Program (CCP). Sixty days after the state receives the award from the Department of Homeland Security (DHS), we must submit a prioritization of investments based upon the final grant award amounts and a certification that funds have been passed through to local units of government, including the identification of sub-grantees and sub-award amounts.

In order to facilitate the allocation of funds and prioritization of investments, the Emergency Management and Homeland Security Division (EMHSD) has developed a process based on the DHS model that includes evaluation of strengths/weaknesses and identification of projects based on risk and need (See attachment). The process is consistent for both state and local participants.

## Modified Program and Capability Review

State departments and agencies have been asked to conduct a modified version of a program and capability review to assist them in identifying strengths and weaknesses across their homeland security program. Through this process, planning teams will be better able to articulate needs and risks.

## Emergency Management Coordinators

Once the state is informed of its FY06 allocation, EMHSD will notify state agencies of the total state share that should be expected from each of the HSGP programs. We anticipate this will occur in early June. State agency emergency management coordinators should meet with members of their departments to identify proposed projects for FY06 HSGP funds. A project justification template will be forwarded to coordinators once the funding amount is known.

The state agency emergency management coordinators will be invited to participate in a meeting to evaluate and prioritize all proposed state projects against the SHSS, enhancement plan, and investment justification. The coordinators will be asked to present proposed state agency/departments homeland security projects. These projects must support state investments, initiatives, objectives, and goals and address specific needs. Coordinators will be provided a project justification template, guidance for completing the template, and necessary reference materials.

At this meeting, coordinators will develop consensus on the state level projects that should be funded using FY06 HSGP funds. The meeting will be facilitated by a neutral party to ensure that no department or agency receives preferential treatment.

### Homeland Security Preparedness Committee

Once completed, the Homeland Security Preparedness Committee (HSPC) will review the proposed state projects to verify the activities identified are eligible for HSGP funding and there are no redundancies, to ensure an efficient use of funds and economies of scale. The HSPC will then finalize the recommendations and forward them to the Homeland Protection Board for approval.

### Homeland Protection Board

The Homeland Protection Board will review the recommendations and are responsible for final approval. Once that approval is granted, EMHSD will prepare sub-grant agreements for state agencies and submit all necessary reports to DHS within 60 days of the grant award.

### Next Steps

EMHSD will forward additional guidance to the emergency management coordinators in early June. This will include:

- Approximate state share of FY06 HSGP allocation
- Guidance on developing project recommendations
- Project justification sheets
- Project reporting tool

Questions regarding this process can be directed to Jen Marthia at 517-336-3985 or by e-mail [marthiaj@michigan.gov](mailto:marthiaj@michigan.gov).

Sincerely,



KRISTE ETUE, CAPTAIN  
Deputy State Director of Emergency Management  
and Homeland Security

KE:JM:dw  
(081)

Attachment (1):

- FY06 HSGP Project Selection Process



# FY06 HSGP Project Selection Process

